

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 06-03	Effective Date: 07/05	Revision Date: 07/18/05
Subject: Information Transfer		

**I. Policy Statement**

Case management shall be responsible to send essential records from the permanent file to any program providing services to a juvenile. This will be referred to as “Information Transfer”.

**II. Rationale**

Case managers are responsible for timely dissemination of relevant educational, social, and medical history information to all providers who will be managing and or providing services for the juvenile. This will help providers/programs avoid duplication of services and gain a better understanding of the juvenile in a shorter period of time.

**III. Definitions**

- A. “Information Transfer” is the timely dissemination of essential records from the permanent file to the provider(s) who will be managing and or providing services to the juvenile.
- B. A “permanent file” is a comprehensive record that is maintained by case management and the Division with collective historical information from the time the juvenile was committed until termination.

**IV. Procedures**

- A. A youth placed in Division custody shall have a permanent file that contains any and all information pertinent to that youth.
- B. When a juvenile is to be released from one contracted program and placed into another contracted program, the case manager shall provide copies of identified essential records from the permanent file. These records may be released to Division contracted programs without a release of information form. The programs shall keep these copies of information in the youth’s file as needed for Division/Medicaid audits.

Essential records which are to be included in the Information Transfer include:

- 1. Youth Information Sheet/placement information,
- 2. Form 5,
- 3. education reports,
- 4. consent to obtain medical/dental care,

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5. medical, dental and vision reports/exams, laboratory reports, and psychiatric medication management notes (most recent),
6. immunization records,
7. visitor lists,
8. mental health evaluations, psychiatric evaluations and psychological evaluations,
9. Case Manager Needs Assessment Service Plan/Case Planning Tool,
10. Purchase Service Agreement,
11. copies of Social Security Card and Birth Certificate,
12. Court Order/Affidavit for Custody,
13. insurance card(s).

- C. The documents will be released to the Division program or private provider within five (5) working days of juvenile placement. This does not require a release of information form.

**V. Continuous Renewal**

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time, to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

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Jody Valantine, Chair  
Board of Juvenile Justice Services

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Date

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Dan Maldonado, Acting Director  
Division of Juvenile Justice Services

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Effective/Revision Date